

EXECUTIVE OPERATIONS COMMITTEE MEETING MINUTES

THURSDAY, JANUARY 24, 2019 – 5:00PM TO 6:00PM

JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER

441 4TH STREET, NW; 11TH FLOOR; WASHINGTON, DC 20001

ATTENDEES/ROLL CALL

COMMISSIONERS	PRESENT	ABSENT	COMMISSIONERS	PRESENT	ABSENT
Clay, Cyndee	<i>Sabbatical</i>				
Hickson, DeMarc	X				
Baker-Holley, Nathaniel	X				
Hutton, Kenya	X				
Massie, Jenné	X				
Morse, Kaleef	X				
Padmore, Gerald	X				
Zoerkler, Jennifer	X				
ADMINISTRATIVE AGENT REPRESENTATIVES	PRESENT	ABSENT	RECIPIENT	PRESENT	ABSENT
Agar, Tim		X			
Avellanet, Felix	X		Barnes, Clover	X	
Barmer, David	X				
Hayes-Cozier, Ravinia	X				
Moore, Tarsha	X				
Simmons, Michelle		X			
HAHSTA STAFF	PRESENT	ABSENT	COMMISSION STAFF	PRESENT	ABSENT
			Bailey, Patrice	X	
			Clark, Lamont	X	

HIGHLIGHTS

AGENDA	
Item	Discussion
Call to Order	<p>Kaleef M. called the meeting to order at 5:15 pm, followed by a moment of silence and introductions.</p> <p>Kaleef introduced and welcomed Nathaniel Baker-Holley and Kenya Hutton as the two newly elected committee members.</p>
Review and Adoption of the Agenda	Gerald P. motioned to adopt the January 24, 2019 agenda for the Executive Operations Committee. Jenné M. seconded the motion. The agenda was adopted.
Review and Approval of the Minutes	Jennifer Z. motioned to approve the December 20, 2018 meeting minutes for the Executive Operations Committee. Gerald seconded the motion. The minutes were approved.
Ryan White HIV/AIDS Program (RWHP) Updates/Concerns	<p><u>Suburban Maryland</u> Ravinia HC. did not have any updates to present for Suburban Maryland.</p> <p><u>Northern Virginia</u> Felix A. did not have any updates to present for Northern Virginia.</p> <p><u>Washington, DC and West Virginia</u> Clover B. did not have any updates to present for Washington, DC and West Virginia.</p> <p><u>Recipient</u> Clover did not have any updates to present for the Recipient.</p>
Commission Administrative Business	<p><i>Review and adoption of the COHAH Agenda for January 24, 2019</i> Kaleef highlighted several topics of discussion on the COHAH Agenda for January 24, 2019:</p> <p>The Recipient will present on the plan for the Recipient/Jurisdictions transition.</p> <p>Jenné will lead a discussion around training needs.</p> <p>The Commission Retreat scheduled for Tuesday February 26, 2019 from 8:30am to 4:30pm at Gallaudet University Kellogg Conference Center. One of the main topics will be the integration of prevention into the Commission.</p> <p>Open nomination process for Commissioners, interviews scheduled for February, and the need for interview panelists. There are 9 vacant seats [three (3) in DC, three (3) in Maryland, and three (3) in Virginia].</p> <p>Jenné motioned to accept the agenda. It was seconded and approved.</p>
Standing Committee Updates/Concerns	<p><i>Research and Evaluation Committee (REC)</i> Demarc H. indicated that the REC drafted and revised the survey that will be used for the Assessment of the Efficiency of the Administrative Mechanism (AEAM) and</p>

	<p>should be ready to go into whatever software DOH is ready to use. The surveys will go out by the deadline to be returned by February 15th with a last minute push to get any other surveys back by the end of February.</p> <p>Demarc indicated that the committee is preparing to draft the consumer survey for the Needs Assessment. Principal Investigators for the DC Cohort will present at next month's meeting. The presentation will help with identifying some of the data elements that will be included in the survey. This year the surveys are incentivized (\$15 Lyft or UBER card combined with a \$15 store gift card). The committee will assure that a mechanism is in place for online surveyors.</p> <p><i>Integrated Strategies Committee (ISC)</i> Kaleef indicated that the ISC hosted a presentation, given by NASTAD staff, on Trauma-Informed Approaches and he spoke about the amazing ways it impacts the work of HIV. Hopefully, the NASTAD presenters can be available to present at the COHAH retreat. The presenters distributed a toolkit that Kaleef will share with everyone.</p> <p>Tarsha asked if the Psychosocial Support Services category was approved. Kaleef indicated that the service category was approved; however, it is not out for distribution.</p> <p><i>Community Education and Engagement Committee (CEEC)</i> Jenné indicated that the CEEC will host an affinity table at AIDS Watch. The committee will reach out to the COHAH General Body for assistance with staffing the table.</p> <p>The committee began discussions about hosting community listening sessions. The first will take place in DC and Maryland the first half of the year (around June) and in Virginia the second half.</p> <p>Jenné indicated that she will poll the COHAH General Body meeting about any educational needs amongst the committees.</p> <p><i>Comprehensive Planning Committee (CPC)</i> Gerald indicated that the CPC is focusing on Year 29 funding, distribution, and allocation. Kaleef is looking at how to integrate prevention funding into the reporting process.</p>
Old Business	None
New Business	None
Announcements and Adjournment	Free conference – MOMENTUM/Men Making Our Relationships Excellent Saturday, March 23, 2019
HANDOUTS	
<ul style="list-style-type: none"> • Executive Operations Committee Agenda for January 24, 2019. • Executive Operations Committee Minutes for December 20, 2018. 	

- Suburban Maryland Ryan White Part A Fiscal Narrative Report (Part A and Part A MAI Funding) Year 28 – Reporting Period: November 1 through November 30, 2018
- Northern Virginia Regional Commission Fiscal Narrative Report (Part A and Part A MAI Funding) Year 28 – Reporting Period November 1 through November 30, 2018
- Washington DC and West Virginia Fiscal Narrative Report (Part A and Part A MAI Funding) Year 28 – Reporting Period: November 2018
- Recipient Report Monthly Recipient Report
- Planning Commission (COHAH) General Body Meeting Agenda, Thursday, January 24, 2019

MEETING ADJOURNED	5:58 PM
NEXT MEETING	February 28, 2019 5PM-6PM Judiciary Square – Citywide Conference Center 441 Fourth St. NW; 11th Floor Washington, DC 20001

I, as Planning Commission Government Co-Chair, hereby certify the accuracy of the above minutes:

Signature of: _____ **Date:** _____
Executive Operations Committee

**Date the Minutes were
approved by the
Planning Commission:**